



Fullerton Joint Union High School District
1051 W. Bastanchury Road, Fullerton, CA 92833
Hiring Protocol for Coaches

Name: _____ Fall _____ Winter _____ Spring _____ Summer _____
(Print)

Sport: _____ Campus: _____

Cell Phone Number: _____ Email: _____

Paid or Volunteer Previous Employee Volunteer N/A

Head Coach Signature: _____ Date: _____

Athletic Director Signature: _____ Date: _____

AP/SA Signature: _____ Date: _____

Hiring Protocol/Steps

1. Head Coach will make the preliminary selection and recommendation to the Athletic Director (AD) regarding the selected recommended candidate.

Once the AD approves and signs-off:

2. The prospective candidate is given the FJUHSD Pre-Employment Questionnaire (reference and reference waiver forms) which must be completed prior to meeting with the Assistant Principal, Student Affairs (AP/SA).
3. The candidate then meets with AP/SA, who will review the paperwork and forward the completed and signed Reference Check forms along with the "Hiring Protocol for Coaches" form also (appropriately signed by Head Coach and AD) to HR.

After step #3 has been completed, the candidate THEN proceeds to step #4.

4. The candidate will be directed (by appt) to Human Resources (HR), at the Educational Center, and will be asked to pick up onboarding (hiring) paperwork which will include fingerprinting and TB forms.
5. The AP/SA, Athletic Director & Principal Secretary will receive notification from HR that the **HR clearance process** has been completed. The front page of the "Hiring Protocol for Coaches" will be sent back to the site for final approval, once the candidate has been **cleared**.
6. The AP/SA notifies the cleared coach to schedule an appointment with the Principal for **final approval and signature**. (AP/SA forwards clearance form to Principal.)

Principal Signature: _____ Date: _____

7. The Principal releases the Clearance Form to the coach to give to the head coach enabling the coach to begin coaching. At no point, prior to this entire process, should a coach be allowed to coach.

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
Pre-employment Questionnaire

Name: _____

Please answer each question by checking Yes (Y) or No (N) and place your initials next to each number below after you have read each question. Be aware that if there are any willful misrepresentations, omissions or falsifications in answering the following questions it would be cause for an employment offer to be retracted or dismissal from employment.

- | | | Initials | |
|-----|---|----------|---|
| 1. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever had a driver's license from any state suspended or revoked? |
| 2. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever received a negative job performance evaluation? |
| 3. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Do you currently own or operate a private business? |
| 4. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been terminated (fired) from any position (job)? |
| 5. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been asked to resign from any position? |
| 6. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever resigned to avoid being fired, had a negotiated resignation, or resigned while under suspension or while disciplinary action was pending from any employer? |
| 7. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever had a probationary period at any position that you have worked extended for any reason? |
| 8. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been the subject of a job related investigation or complaint? |
| 9. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been demoted by any employer? |
| 10. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever received job related discipline that resulted in unpaid leave? |
| 11. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever had a pay raise delayed or withheld due to performance? |
| 12. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever left a job without giving proper notice? |
| 13. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been disciplined by an employer? |
| 14. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Do you have reason to believe that any of your past or present employers will give you an unfavorable recommendation? |
| 15. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been informed by a previous employer that you were not eligible to be rehired? |
| 16. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been counseled or disciplined for abuse of your paid leave time or excessive tardiness by any employer? |
| 17. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been convicted or plead guilty to any criminal offense (crime)? |
| 18. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been reported, to any state, country, or municipal agency for causing injuries or abuse to a person under the age of 18 years? |
| 19. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever furnished alcohol to a minor not in your custodial control? |
| 20. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever been the defendant of a civil restraining or stalking order? |
| 21. | Y <input type="checkbox"/> N <input type="checkbox"/> | _____ | Have you ever given or displayed pornographic material to anyone under the age if 18 years? |

My signature indicates that I have read and understood each question and I have truthfully answered each question above.

Signature: _____ Date: _____

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
AUTHORIZATION FOR REFERENCE CHECK/WAIVER AND RELEASE OF CLAIMS

To Whom It May Concern:

I have applied to the Fullerton Joint Union High School District (FJUHSD) for volunteer or employment consideration. In order for the FJUHSD to better evaluate my professional qualifications and personal abilities, I am fully authorizing that any and all of my personal or professional information that you may be aware of or have any official or unofficial record of, whether sealed by agreement or order, be disclosed to the representative of the FJUHSD who is requesting this information.

I am fully releasing the holder and bearer of this waiver and the entire entity for whom they are employed, and specifically the FJUHSD, and its employees from any and all liability or recourse I may have under the law as result of the information they obtain and the hiring or volunteer placement decision that they make. **It is my intention for the FJUHSD to be fully advised of my performance, discipline record, and personal qualities or concerns.**

I give the FJUHSD the right to investigate all personal and professional references that they deem prudent in order to secure sufficient reference information about me. I also authorize all persons, institutions, organizations and companies to freely furnish any and all information, whether sealed by agreement or order, sought in the above reference verification and I waive any legal requirement to provide notice to me regarding any reports, personnel records or disciplinary information given or received in accordance with this authorization.

I hereby release and hold harmless the FJUHSD, its agents, employees, Trustees, and assigns from any claim of liability that I may have against it either currently or in the future for decisions, even if adverse, arising out of information received in response to the above reference verification.

I further hereby authorize any person or entity to whom this written authorization for reference verification is presented, to release any information required therein to FJUHSD, its agents, employees, or assigns. I further agree to hold harmless any person or entity from any claims of liability I may have against him/her or the entire entity for whom they are employed for the release of such information, and waive and release any such legal claims that I currently or in the future may have.

A copy of this form shall serve in the same capacity as the original.

My signature below confirms that I have read and understand each of the above statements.

Name of Applicant (Print): _____

Signature of Applicant: _____

Date: _____

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
References

NAME OF APPLICANT: _____

Home Phone () _____ Cell Phone () _____

POSITION APPLIED FOR: _____

Name of Supervisory Reference: _____
(Direct supervisor, teacher, coach, etc.)

Reference's Title: _____

Reference's Company: _____

Telephone Number: _____

Dates of Employment: From: _____ To: _____
(month/year) (month/year)

Name of Supervisory Reference: _____
(Direct supervisor, teacher, coach, etc.)

Reference's Title: _____

Reference's Company: _____

Telephone Number: _____

Dates of Employment: From: _____ To: _____
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(month/year) (month/year)

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT
Reference Check Worksheet

Name of Applicant: _____

Position Applied For: _____

Name of Reference: _____

Supervisory Reference: _____
(Direct supervisor, teacher coach, etc.)

References' Title: _____

Reference's Company: _____

Telephone Number: _____

Stated Dates of Employment: From: _____ To: _____
(month/year) (month/year)

Verified Dates of Employment: From: _____ To: _____
(month/year) (month/year)

What position did the applicant hold with your company? _____

1. Y N Did the applicant perform their duties satisfactorily?
2. Y N **Did the applicant ever receive a negative job performance evaluation?**
3. Y N Did the applicant get along well with coworkers and supervisors?
4. Y N **Has the applicant ever been terminated from any previous position?**
5. Y N **Has the applicant ever been asked to resign from any position?**
6. Y N Did the applicant respond well to criticism or interpersonal conflict?
7. Y N **Did the applicant ever have a probationary period extended for any reason?**
8. Y N **Has the applicant ever been the subject of a job related investigation or complaint?**
9. Y N **Has the applicant ever been demoted by any employer?**
10. Y N **Has the applicant ever received job related discipline that resulted in unpaid leave?**
11. Y N **Has the applicant ever had a pay raise delayed or withheld due to performance?**
12. Y N **Did the applicant leave a position without giving proper notice?**
13. Y N **Was the applicant ever disciplined as an employee?**
14. Y N Do you consider the applicant to have been an honest and truthful employee?
15. Y N **Is the applicant eligible to be rehired?**
16. Y N **Was the applicant ever counseled or disciplined for abuse of their paid leave time or for excessive tardiness?**
17. Y N Did the applicant follow-through on assignments in a timely manner?
18. Y N Were there any incidents of dishonesty, insubordination or threatening behavior?
19. Y N Were there any incidents involving improper use of company e-mail or internet?

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